

City of Chattanooga, TN
Personnel Class Specification

Class code 0995

FLSA: Exempt

CLASSIFICATION TITLE: GRANTS SPECIALIST, SENIOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative functions associated with soliciting, securing, managing, and overseeing all grants and foundation accounts for the City of Chattanooga; to include assessing new projects, developing strategies, and pursuing alternatives to improve project concepts. Position is also responsible for developing statistical reports.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Ensures compliance with guidelines of granting agents and with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations.

Provides direction, guidance and assistance to employees; provides training as needed; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.

Solicits and secures external grant/foundation funding for the City of Chattanooga; determines whether to apply for various grant programs; develops persuasive, compelling proposals designed to win competitions against proposals from other cities; writes grant applications following prescribed format.

Meets with director and other department managers to seek direction in areas in greatest need of funding.

Manages and oversees grant/foundation accounts and activities; continually assesses projects through development stages; resolves problems that arise in development of proposals; develops strategies and pursues alternatives to improve concept of projects; prepares status reports on progress of projects; verifies and prepares financial reports in accordance with grant/contract guidelines.

Develops specifications for projects, such as defibrillation equipment, fitness center, fitness equipment, or other projects; represents the department at bid openings.

Performs administrative tasks associated with grant administration; writes/implements grant control policies and procedures; performs accounting procedures for grants and contracts; establishes budgets in accounting system; ensures availability of funds; determines whether expenditures are allowable under grant guidelines; prepares monthly bank reconciliations.

Oversees disbursement of department funds in narcotics and travel funds; secures information on narcotics funds and travel funds.

Compiles or monitors various administrative or statistical data; performs research; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports.

Develops cost analyses or statistical reports/data on various department projects/activities or grant-supported programs; provides cost breakdowns and cost analyses to command personnel to assist with decision-making; analyzes criminal statistical data pertaining to activities such as SWAT callout costs, false alarm response costs, lateral officers academy costs, or uniform allowance costs; provides statistical data pertaining to department staffing as needed.

Prepares required reports/documentation and submits to appropriate agencies/individuals.

Prepares or completes various forms, reports, correspondence, grant proposals, grant applications, production reports, flow charts, billing statements, income statements, charts, diagrams, annual reports, or other documents.

Receives various forms, reports, correspondence, grant documents, balance sheets, insurance forms, tax statements, drug arrest reports, statistical data, spreadsheets, accounting principles, policies, regulations, law books, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, graphics, or other software programs.

Communicates with supervisor, city officials, employees, other departments, federal/state government agencies, funding agencies/foundations, source persons, buyers, vendors, architects, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends meetings; represents the department on boards and committees; makes speeches or presentations.

Maintains a comprehensive, current knowledge of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance, Economics, or closely related field; supplemented by three (3) years previous experience and/or training that includes grant writing or grant coordination; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of

objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: April, 1999